



County of Los Angeles CHIEF EXECUTIVE OFFICE

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February 21, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS:
INFORMATION TECHNOLOGY OCCUPATIONAL STUDY (PHASE II) AND
OTHER CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by implementing the findings of the Countywide Information Technology (IT) Occupational Study and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code to reclassify 25 positions in the Department of Health Services (DHS) as part of the ongoing implementation of the Countywide IT Occupational Study, and to reclassify 19 positions to implement results of other classification studies in the departments of Children and Family Services, Internal Services, Mental Health, and Public Health.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs (Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. Previously, your Board has approved the creation of nine IT management and supervisory classifications along with four "principal" level IT classifications that reflect current-day IT practices of public and private sector organizations. As Phase II is implemented, lower level IT related positions are reviewed and reclassified where appropriate.

We are continuing with a phased approach as we implement Phase II findings in the various facilities and agencies within DHS. In restructuring these IT functions, we are establishing appropriate organization structures and making individual position allocations to facilitate the integration of IT work throughout Health Services. These actions also assist with the recruitment and retention of technical skilled staff and reduce reliance upon contract agency personnel. Specifically, we reviewed a total of 77 IT positions at Harbor/UCLA Medical Center, of which 25 are being recommended for reclassification in this letter (Attachment A).

Reclassifications

Based upon individual position studies conducted at the request of four (4) departments, we are recommending that 19 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified at the recommended levels.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost savings for the 44 positions that will be reclassified are estimated to be \$84,862 (all funds). The Net County cost is estimated to be \$23,356. The breakdown of these actions is as follows:

Action	Total Budgeted Cost	Net County Cost
Children and Family Services Reclass	\$18,399	\$16,978
Health Services – Harbor/UCLA Medical Center Information Technology Reclass	\$320,437	\$0
Internal Services Department Reclass	\$6,257	\$250
Mental Health Reclass	(\$442,210)	\$0
Public Health Reclass	\$12,255	\$6,128
Total	(\$84,862)	\$23,356

Cost increases associated with the upward and downward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the department through the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:SC:KP:ra

Attachments

- c: Executive Office, Board of Supervisors
- County Counsel
- Auditor-Controller
- Human Resources
- Health Services

ATTACHMENT A

**COUNTYWIDE INFORMATION TECHNOLOGY OCCUPATIONAL STUDY –
PHASE II**

RECOMMENDED RECLASSIFICATIONS FOR IT POSITIONS

DHS - HARBOR/UCLA MEDICAL CENTER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Application Developer I Item No. 2520A N2M 90C Represented	1	Information Technology Technical Support Supervisor Item No. 2548A NM 95F Non-Represented
1	Data Control Clerk Item No. 2657A NMV 61L Represented	1	Intermediate Clerk Item No. 1138A NMV 61L Represented
1	Departmental Information Systems Manager Item No. 2601A N23 S10 Non-Represented	1	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented
1	Information Systems Analyst Aid Item No. 2588A NM 82L Represented	1	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented
6	Information Systems Analyst II Item No. 2591A NM 92B Represented	1	Departmental Information Security Officer I Item No. 2611A NM 103E Non-Represented
		1	Network Systems Administrator II Item No. 2559A NM 93F Represented
		1	Operating Systems Analyst Item No. 2550A NM 95B Represented
		1	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented

DHS - HARBOR/UCLA MEDICAL CENTER (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
	Information Systems Analyst II (Cont'd) Item No. 2591A	1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
		1	Senior Operating Systems Analyst Item No. 2551A NM 100C Represented
2	Information Systems Supervisor I Item No. 2595A NM 99E Non-Represented	1	Information Technology Supervisor Item No. 2598A NM 104H Non-Represented
		1	Principal Operating Systems Analyst Item No. 2552A NM 104H Non-Represented
3	Information Systems Supervisor II Item No. 2596A NM 104B Non-Represented	2	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
		1	Information Technology Supervisor Item No. 2598A NM 104H Non-Represented
2	Information Technology Aide Item No. 2584A NM 71F Represented	1	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented
		1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
3	Network Systems Administrator II Item No. 2559A NM 93F Represented	2	Operating Systems Analyst Item No. 2550A NM 95B Represented
		1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented

DHS - HARBOR/UCLA MEDICAL CENTER (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented	1	Information Technology Supervisor Item No. 2598A NM 104H Non-Represented
		1	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
		1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented
1	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented	1	Information Technology Technical Support Supervisor Item No. 2548A NM 95F Non-Represented
1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	1	Principal Network Systems Administrator Item No. 2561A NM 103H Non-Represented
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ATTACHMENT B**RECOMMENDATIONS FOR POSITION RECLASSIFICATION****CHILDREN AND FAMILY SERVICES**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Supervising Children's Social Worker Item No. 9074A N3R 90L Represented	Children Services Administrator I Item No. 9086A 98F Non-Represented
1	Supervising Children's Social Worker Item No. 9074A N3R 90L Represented	Children Services Administrator II Item No. 9087A 101A Non-Represented

The first subject position reports to an Assistant Regional Administrator, Children and Family Services, and is responsible for developing and making recommendations on policies and procedures for children's protective services programs, serving as the liaison to various law enforcement agencies for the Department's Co-Location Project, interpreting Federal, State and County laws and regulations, and Children and Family Services (DCFS) policies and procedures for staff and law enforcement personnel, and preparing reports to the DCFS Director and/or the Board of Supervisors in response to investigations of high-profile cases.

The assigned duties are consistent with the classification standards for Children Services Administrator I. By definition, this class typically assists in the development or administration of a children's services program for adoption, foster care, protective services and specialized programs or provides support services for these and other programs in the department. Therefore, we recommend upward reclassification to Children Services Administrator I.

CHILDREN AND FAMILY SERVICES (Continued)

The second subject position serves as the coordinating supervisor for the Multi-Agency Response Team (MART) and reports to an Assistant Regional Administrator, Children and Family Services. This position will supervise 19 positions, which include three (3) Supervising Children's Social Workers (subordinate supervisors) and 16 Children's Social Workers. In addition, the position makes recommendations on policies and procedures for the program, participates with law enforcement agencies in the pre-operation planning phase for all joint operations, interprets Federal, State and County laws and regulations, as well as Children and Family Services policies and procedures for staff and law enforcement personnel, and prepares reports to the Department Director and/or the Board of Supervisors in response to investigations of high-profile cases.

The assigned duties are consistent with the classification standards for Children Services Administrator II. By definition, this class typically directs child protective services and administrative support services, developing specialized programs. Therefore, we recommend upward reclassification to Children Services Administrator II.

INTERNAL SERVICES DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Procurement Assistant II Item No. 2346A NM 76C Represented	Procurement Assistant III Item No. 2347A NM 80D Represented

The subject Procurement Assistant II position currently reports to the budgeted Procurement Assistant III and is assigned to the Procurement and Property Management Section, which is located offsite at the Department's Administrative Offices/Eastern location. In addition to procuring a wide variety of technical items in support of the Department's Information Technology Services (ITS) and Facility Operations Services (FOS), the position provides onsite supervision to procurement staff in the Downey office, which includes planning, assigning, scheduling, and reviewing the work of a staff, including Procurement Assistant II positions, and clerical staff.

The assigned duties are consistent with the classification standards for Procurement Assistant III. By definition, this class typically supervises subordinate procurement supervisors at the level of Procurement Assistant II and/or supervises a larger staff of positions procuring a variety of technical items which requires substantial participation in locating sources of supply, making comparative evaluations of quality and features, and in developing tentative specifications. In addition, the department states that the offsite supervision of staff in the Downey office has resulted in reduced efficiency, as well as a number of employee relations issues. Once the position is reclassified, it will report to the Section Manager, Contracts, ISD. Therefore, we recommend upward reclassification to Procurement Assistant III.

MENTAL HEALTH

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
8	Community Mental Health Psychologist Item No. 8711A N2M 99C Represented	3	Clinical Psychologist II Item No. 8697A N2M 99F Represented
		2	Mental Health Clinical Supervisor Item No. 9038A N3MW 92C Represented
		1	Mental Health Counselor, RN Item No. 5278F N21 RN06 Represented
		2	Psychiatric Social Worker II Item No. 9035A N3MW 88B Represented
1	Division Chief, LPS Conservatee Case Management, Mental Health Item No. 1491A NM 101C Non-Represented	1	Health Program Analyst III Item No. 4731A NM 101C Non-Represented
4	Mental Health Clinical District Chief, M.D. Item No. 5492A N42 E11 Non-Represented	4	Mental Health Clinical District Chief Item No. 4722A NM 112L Non-Represented
1	Stenographer Item No. 2170A N4M 63E Represented	1	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented
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MENTAL HEALTH (Continued)

Reclassification of Community Mental Health Psychologist to Various Levels

The subject eight (8) Community Mental Health Psychologist positions are located in various clinical services programs of the Department of Mental Health. The Community Mental Health Psychologist classification was identified for deletion as part of a Countywide study of classes that had not been utilized for an extended period due to obsolescence of lack of viable need. To that end, each of the subject positions are being proposed for reclassification to a clinically-licensed class that is more commensurate with the actual duties performed by incumbents. We are therefore recommending lateral reclassification of three (3) positions to Clinical Psychologist II; upward reclassification one (1) position to Mental Health Counselor, R.N.; and downward reclassification of the remaining four (4) positions: Two (2) to Mental Health Clinical Supervisor and two (2) to Psychiatric Social Worker II.

Reclassification of Division Chief, LPS Conservatee Case Management, Mental Health to Health Program Analyst III

The subject position reports to the Medical Director, M.D., Mental Health; and develops and coordinates fiscal and budget controls for the Managed Care Division of the Office of the Medical Director, including contract administration and monitoring for contracted Medi-Cal Fee-for-Service 27 inpatient and 300 providers. This position oversees a staff of five (5) employees performing authorization review and approval activities; conducts hospital contract orientation; oversees the preparation of provider bulletins and alerts; analyzes legislation affecting Medi-Cal inpatient and network providers; and plans, develops, and implements policies and procedures in connection with utilization review and authorization.

The assigned duties are consistent with Health Program Analyst III, which supervises staff in the performance of program planning, implementation, and evaluation activities. We are therefore recommending lateral reclassification of this position to Health Program Analyst III.

MENTAL HEALTH (Continued)

Reclassification of Mental Health Clinical District Chief, M.D. to Mental Health Clinical District Chief

The subject four (4) Mental Health Clinical District Chief, M.D. positions oversee the following respective clinical services programs of the Department of Mental Health: Adult System of Care Service Area 8 Administration; Children's System of Care Countywide Case Management; Juvenile Justice Mental Health Administration; and Critical Care Harbor-UCLA Outpatient Programs. The Mental Health Clinical District Chief, M.D. classification was identified for deletion as part of a Countywide study of classes that had not been utilized for an extended period due to obsolescence of lack of viable need. The assigned duties of each of the subject positions are more commensurate with Mental Health Clinical District Chief, a clinically-licensed, non-M.D. classification that supervises multiple mental health services programs through subordinate program managers. We are therefore recommending downward reclassification of the subject positions to Mental Health Clinical District Chief.

Reclassification of Stenographer to Intermediate Typist-Clerk

The subject position reports to a Patient Financial Services Worker; and provides clerical support to clinical and financial staff at the Long Beach Mental Health Center. The duties of this position include client data entry; scheduling appointments for clients; receiving and responding to inquiries from clients and clinical staff; electronic and hard-copy file maintenance; assisting with client screenings and billing for services; and production of the monthly accounts receivable report.

The assigned duties are consistent with Intermediate Typist-Clerk, which performs skilled typing work in addition to specialized clerical duties requiring working knowledge of the subject matter involved. We are therefore recommending lateral reclassification of the subject position to Intermediate Typist-Clerk.

PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Senior Secretary III Item No. 2102A NM 79K Non-Represented	Management Secretary III Item No. 2109A NM 83K Non-Represented

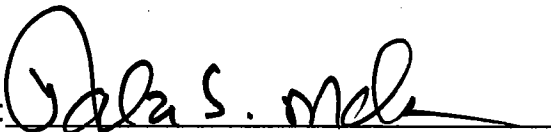
The first Senior Secretary III position reports to a Chief Physician II who serves as the head of Chronic Disease and Injury Prevention (CDIP). The other Senior Secretary III position reports to a Departmental Chief Information Officer who serves as the head of Public Health's Information Systems (PHIS).

Secretarial allocations throughout the County are based primarily upon the level of manager to which the secretary is assigned as well as the department size. Positions allocable to the Management Secretary III classification typically provide secretarial assistance to a deputy director in a large and complex County department. The subject positions report to managers that function at a level similar to that of a deputy director. The manager over CDIP has direct oversight of a budget of over \$40 million and has delegated authority to act on behalf of the department and the County in response to State and Federal directives while the manager over PHIS is responsible for directing department-wide information technology activities. Therefore, we recommend upward reclassification of the subject positions to Management Secretary III.

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Children and Family Services, Health Services, Internal Services, Mental Health, and Public Health.

ANDREA SHERIDAN ORDIN
County Counsel

By: 
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Division

HSM:asv

Requested: 01-10-12
Revised: 01-23-12

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9086A	238	<u>239</u>	CHILDREN SERVICES ADMINISTRATOR I
9087A	69	<u>70</u>	CHILDREN SERVICES ADMINISTRATOR II
9074A	645	<u>643</u>	SUPVG CHILDREN'S SOCIAL WORKER

SECTION 2. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2109A	2	<u>4</u>	MANAGEMENT SECRETARY III
2102A	5	<u>3</u>	SENIOR SECRETARY III

SECTION 3. Section 6.78.055 (Department of Health Services – MetroCare network) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2520A	4	APPLICATION DEVELOPER I
2657A	4	DATA CONTROL CLERK
2601A	4	DEPTL INFORMATION SYSTEMS MANAGER
2596A	3	INFORMATION SYSTEMS SUPERVISOR II

SECTION 4. Section 6.78.055 (Department of Health Services – MetroCare network) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2611A</u>	<u>1</u>	<u>DEPTL INFO SECURITY OFFICER I</u>
<u>2548A</u>	<u>2</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>
<u>2550A</u>	<u>3</u>	<u>OPERATING SYSTEMS ANALYST</u>
<u>2561A</u>	<u>1</u>	<u>PRINCIPAL NETWORK SYSTEMS ADMIN</u>
<u>2551A</u>	<u>1</u>	<u>SENIOR OPERATING SYSTEMS ANALYST</u>

SECTION 5. Section 6.78.055 (Department of Health Services – MetroCare network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2591A	48	<u>12</u>	INFORMATION SYSTEMS ANALYST II
2588A	5	<u>4</u>	INFORMATION SYSTEMS ANALYST AID
2595A	3	<u>1</u>	INFORMATION SYSTEMS SUPERVISOR I
2584A	3	<u>1</u>	INFORMATION TECHNOLOGY AIDE
2565A	4	<u>3</u>	INFORMATION TECHNOLOGY MANAGER I
2571A	4	<u>2</u>	INFORMATION TECHNOLOGY MANAGER II
2598A	2	<u>5</u>	INFORMATION TECHNOLOGY SUPERVISOR
2546A	8	<u>10</u>	IT TECHNICAL SUPPORT ANALYST II
1138A	223	<u>224</u>	INTERMEDIATE CLERK
2559A	40	<u>8</u>	NETWORK SYSTEMS ADMINISTRATOR II
2594A	4	<u>3</u>	PRINCIPAL INFO SYSTEMS ANALYST
2552A	4	<u>2</u>	PRINCIPAL OPERATING SYSTEMS ANALYST
2593A	20	<u>19</u>	SENIOR INFORMATION SYSTEMS ANALYST
2547A	3	<u>2</u>	SENIOR IT TECHNICAL SUPPORT ANALYST
2560A	5	<u>6</u>	SR NETWORK SYSTEMS ADMINISTRATOR

SECTION 6. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2346A	9 <u>8</u>	PROCUREMENT ASSISTANT II
2347A	4 <u>2</u>	PROCUREMENT ASSISTANT III

SECTION 7. Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1491A	1	DIV CHIEF, LPS CONSERVATEE CASE MGMT
5492A	4	MENTAL HEALTH CLINICAL DIST CHF, MD
2170A	1	STENOGRAPHER

SECTION 8. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8697A	287 <u>290</u>	CLINICAL PSYCHOLOGIST II
8711A	9 <u>1</u>	COMMUNITY MENTAL HLTH PSYCHOLOGIST
4731A	24 <u>22</u>	HEALTH PROGRAM ANALYST III
2214A	393 <u>394</u>	INTERMEDIATE TYPIST-CLERK

4722A	30	<u>34</u>	MENTAL HEALTH CLINICAL DIST CHIEF
9038A	135	<u>137</u>	MENTAL HEALTH CLINICAL SUPERVISOR
5278F	4	<u>2</u>	MENTAL HEALTH COUNSELOR,RN
9035A	815	<u>817</u>	PSYCHIATRIC SOCIAL WORKER II

SECTION 9. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

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